# Business Assistance and Housing Services (BAHS)

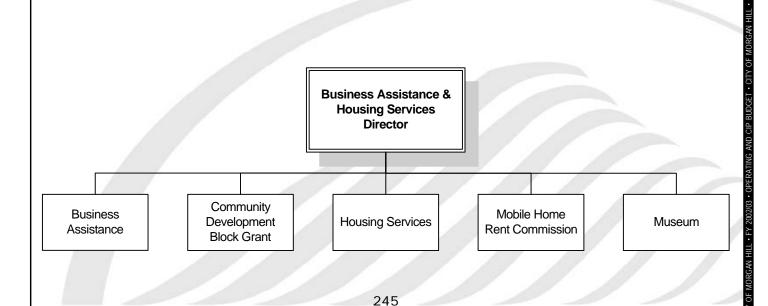
[215-8000] [216-8001] [220-5156] [234-8250] [236-7100] [317-7000] [317-8010] [317-8055] [327-7100]

#### **Appropriations Summary**

•	•		01/02	01/02	02/03
	99/00	00/01	Current	<b>Estimated</b>	Adopted
	Actuals	Actuals	Budget <sup>1</sup>	Actuals	Budget
Salaries	678,163	817,194	1,005,046	977,409	1,156,940
Supplies & Services	398,820	468,715	596,295	509,934	282,781
Capital Outlay	7,099	75,246	34,386	20,100	14,000
Debt Services	-	539	762	762	512
Internal Service	401,311	422,762	543,407	516,327	626,241
Transfers Out	10,603,129	6,150,009	210,703	210,703	-
Project Expenditure	1,564,785	4,192,267	44,459,155	32,990,400	24,923,740
BAHS	13,653,307	12,126,733	46,849,754	35,225,635	27,004,214

215	8000	CDBG PROGRAMS/PROJECTS	726,497	98,215	180,874	180,874	181,306
216	8001	HCD REHAB	-	6,200	157,740	257,000	50,000
220	5156	CDBG MUSEUM RENTAL	1,554	1,938	5,025	2,999	3,069
234	8250	MOBILE HOME PARK RENT	45,893	33,784	78,512	23,451	70,335
236	7100	HOUSING PROGRAMS	-	-	-	-	1,032,119
317	7000	BAHS ADMINISTRATION	10,681,972	9,131,570	36,169,723	27,284,616	1,234,039
317	8010	BAHS ECONOMIC DEVELOPM	-	-	-	-	5,348,370
317	8055	BAHS CIP	-	-	-	-	12,771,000
327	7100	HOUSING PROGRAMS	2,197,391	2,855,026	10,257,879	7,476,695	6,313,976
		DEPARTMENT TOTAL	13,653,307	12,126,733	46,849,754	35,225,635	27,004,214

<sup>1</sup>FY 01/02 Adopted Budget: \$39,365,781





# Annual Implementation Plan Update,

## January 1, 2001 - December 31, 2001

In December 1999, the Redevelopment Agency (the "Agency") adopted its second five-year Implementation Plan (the "Plan") for the period covering January 1, 2000 to December 31, 2004. The Agency's first Implementation plan covered the period from January 1, 1995 - December 31, 1999.

Implementation plans are required to contain, among other things, a list and description of proposed programs and projects to be developed over a five-year period with estimated expenditures. California Redevelopment Law ("CRL") requires redevelopment agencies to adopt a new Implementation Plan every five years and conduct a mid-plan review between years two and three of the Plan. Our mid-plan review is therefore due between January 1, 2002 - January 31, 2003.

The Implementation Plan identified five major categories of programs and projects that the Agency would undertake:

- Community Facilities (e.g., Community Center)
- Street Improvements (e.g., Butterfield Blvd. construction)
- Flood Control Projects (e.g., regional detention basins)
- Water and Sewer Projects (e.g., wells)
- Economic Development Projects and Programs

It also contained affordable housing production goals for the Agency. CRL requires that not less than 20% of all tax increment income generated by a Redevelopment Project Area is used for the purpose of increasing, preserving or improving the community's supply of affordable housing.

### NON-HOUSING ACCOMPLISHMENTS (January 1, 2001 - December 31, 2001)

Following are the Agency's non-housing accomplishments for the calendar year 2001.

#### **Community Facilities**

- Acquired properties for various community facilities such as the aquatics center, sports complex, and the indoor recreation center.
- Completed the design development, construction drawings, went out to bid and began construction of the Community and Cultural Center.
- Completed the conceptual design and schematic design for Community Playhouse.
- Began and completed conceptual design for a new library.
- Selected the Monterey/Edmondson site (Gunderson) for the Indoor Recrecation Center, identified programming, and started preliminary design for the facility.

#### **Street Improvements**

- Began right-of-way negotiations and design for the extension of Butterfield, from San Pedro Avenue to Tennant Avenue.
- Completed City-wide street rehabilitation project, including portions of Monterey Road.
- · Began design of a new traffic signal.
- Completed design of the downtown transit center pedestrian crossing.

#### Flood Control Projects

 Began design of Butterfield Boulevard flood control channel, from San Pedro Avenue to Tennant Avenue (this corresponds with the Butterfield Boulevard extension discussed above)

### **Economic Development Projects and Programs**

- Worked with the County of Santa Clara to select a site and began the land acquisition process for a new South County Justice Center in Morgan Hill.
- As a result of a Disposition and Development Agreement with, LlagasValley Investors, the Old Morgan Hill School building was relocated to Llagas Avenue/Hale Avenue, and rehabilitation began.

# Annual Implementation Plan Update

### (continued)

- Worked to attract or retain major businesses in the community (such as Condor Systems, Paramit Corporation, Intercon Technologies, Safeway, and a Harley Davidson dealership).
- Processed one grant under the Facade Improvement Program.
- Processed one loan under the Fee Deferral Program and one Small Busines Fee Deferral loan.
- Completed the Downtown Maintenance and Management study and began working with Downtown management group formation committee.
- · Began work on an auto dealer strategy.
- Worked with the Planning Division to begin the Downtown Design Plan update.
- Helped to establish a Sister City organization and a relationship with San Casciano, Italy.
- Participated in local and regional trade shows.
- Developed new economic development marketing brochure

### HOUSING PRODUCTION ACCOMPLISH-MENTS (January 1, 2001 - December 31, 2001)

The Plan indicates that the Agency has already exceeded its affordable housing goals by more than 200 units for the period covered by the Plan, January 1, 2000 - December 31, 2004. This was the result of the Agency's activities from the prior Five-year Implementation Plan period. For this one-year period, the Agency has continued with its efforts to provide the community with a variety of quality affordable housing programs and projects.

In calendar year 2001, the Agency:

- Sold 25 Below Market Rate Housing units to lower-income households;
- Handled more than 90 refinance requests from BMR owners;

- Granted rehabilitation loans for 13 single-family residences and 22 rental housing units;
- Approved 85 repair grants for seniors and mobile home owners:
- Repainted four homes under the Paint Program;
- Conducted 25 neighborhood clean-up projects; and
- Made one Police Officer Housing Assistance Program loan.

The Agency also provided financial and entitlement processing assistance in developing or rehabilitating major affordable housing projects:

- The landscaping, lighting and fencing project for the 112-unit Village Avante Apartments was completed;
- South County Housing completed the 42-unit Villa Ciolino Apartment project;
- Funding was provided for the first phase (62 units) of the 100-unit Murphy Ranch project; and
- South County Housing obtained General Plan/Zone amendment, and Measure P approval for the 72-unit Church Street mixed-use project.

# [215-8000] Community Development Block Grant

#### **ACTIVITY DESCRIPTION**

Community Development Block Grant (CDBG) is the primary funding source to outside agencies (public service) which serve a clientele who are generally presumed to be principally low and moderate income persons. CDBG can also be used to fund non-public service activities such as City improvements or improvements to public or non-profit facilities. The City CDBG programs are supplemented with Redevelopment Housing 20% Set-Aside Funds.

#### FY 2001/02 HIGHLIGHTS

 Nine service grants were awarded and monitored. Two Area Benefit Activities (ADA Park Upgrades, and the Central and Monterey Road improvements) were funded

#### FY 2002/03 ACTIVITY GOALS

• Award and monitor 12 service grants. Fund one Area Benefit Activity.

#### FINANCIAL COMMENTS

The following chart lists this fiscal year's grant awards and all funding sources:

				Housing
		CDBG	<b>RDA 20%</b>	Mitigation
<u>GRANT</u>	<u>CDBG</u>	<b>Relllocation</b>	Set-Aside	<u>Fund</u>
City of Morgan Hill-Galvan Park Imrpovements	\$ 89,235	\$5,760		
City of Morgan Hill-Day Worker Public Imprv.	50,000			
NON-PUBLIC SERVICE (CAP. IMPRV.) TOTAL	\$ 139,253	\$ 5,760	\$ 0	\$ 0
Catholic Charities – Ombudsman	\$ 2,300			
Second Harvest Food Bank	3,300			
The Lighthouse Youth Outreach	6,393	5,000		
Live Oak Adult Day Services	3,800			
Community Solutions El Toro Youth Center/	15,000			
Friday Night Jams				
St. Catherine's Day Worker Service Center	5,000			
Catholic Charities – Depot St. Shared Housing			15,000	
Community Solutions – La Isla Pacifica Shelter			16,000	
for Battered Women				
Emergency Housing Consortium – Shelter & Services				15,000
Project Sentinel – Tenant/Landlord Dispute Resolution			25,000	
PUBLIC SERVICES (SERVICE AGENCIES) TOTAL	\$ 35,793	\$ 500	\$56,000	\$ 15,000

# [215-8000] Community Development Block Grant

Acct	Description	99/00 Actuals	00/01 Actuals	01/02 Current Budget	01/02 Estimated Actual	02/03 Adopted Budget
49209	TRANSFER OUT-301 (PARK DEV)	691,755	-	-	-	-
49210	TRANSFER OUT-010 (GENERAL FUND)	12,000			-	
49000s	< <transfers>&gt;</transfers>	703,755	-	-	-	-
45000	GF ADMIN	-	-	1,812	1,812	
45000s	< <internal services="">&gt;</internal>	-	-	1,812	1,812	-
86440	GRANT AMOUNT	22,742	98,215	179,062	179,062	181,306
	< <project expenditures="">&gt;</project>	22,742	98,215	179,062	179,062	181,306
	CDBG PROGRAMS/PROJECTS	726,497	98,215	180,874	180,874	181,306

# [216-8001] CDBG Housing Rehab

#### **ACTIVITY DESCRIPTION**

CDBG Rehabilitation funds are a revolving loan program restricted to uses relating to the rehabilitation of housing and commercial structures.

#### FY 2001/02 HIGHLIGHTS

- Funded Community Solutions tenant improvements
- Provided funds to rehabilitate 5 affordable housing complexes, containing a total of 106 units, and owned by South County Housing
- Replaced one mobile home under the rehabilitation program

#### FY 2002/03 ACTIVITY GOALS

- Fund Davis-Bacon Wage monitoring for CDBG housing projects
- If appropriate, provide rehabilitation funding for one affordable housing unit

# [216-8001] CDBG Housing Rehab

Acct	Description	99/00 Actuals	00/01 Actuals	01/02 Current Budget	01/02 Estimated Actual	02/03 Adopted Budget
86420	PROGRAM LOANS	-	-	157,740	257,000	50,000
86440	GRANT AMOUNT	-	6,200	-	-	-
	< <project expenditures="">&gt;</project>		6,200	157,740	257,000	50,000
	CDBG REHAB. RLF	-	6,200	157,740	257,000	50,000

# [220-5156] Museum Fund

#### **ACTIVITY DESCRIPTION**

The Museum Rental Account is used to maintain the structure and grounds for the Acton House museum. This account was funded through a special, one-time only, housing mitigation fee. This is the last year that there will be sufficient funds remaining in this account to support the museum beyond this year.

The Museum needs to be moved from its current (Civic Center) location to the Villa Miramonte site for the following three reasons: 1) The current funding source will be depleted by the end of this fiscal year; 2) The library expansion project will require use of the current museum site; and 3) The Morgan Hill Historical Society has requested that the museum become a part of the historical complex featuring Morgan Hill's house (Villa Miramonte).

#### FY 2001/02 HIGHLIGHTS

• The building and grounds were maintained.

#### FY 2002/03 ACTIVITY GOALS

Continue to maintain building and grounds.

#### FINANCIAL COMMENTS

No significant changes were made.

# [220-5156] Museum Fund

Acct Description	99/00 Actuals	00/01 Actuals	01/02 Current Budget	01/02 Estimated Actual	02/03 Adopted Budget
42208 ELECTRIC	1,120	1,523	1,500	1,200	1,200
42210 WATER/SEWER	383	344	500	350	350
42231 CONTRACT SERVICES	-	<u>-</u> _	1,500		<u> </u>
42000s < <supplies &="" services="">&gt;</supplies>	1,503	1,867	3,500	1,550	1,550
45002 FINANCE SERVICES	34	41	-	-	-
45003 GENERAL LIABILITY INS	17	29	-	-	-
45004 BLDG MAINT SERVICES	-	-	1,525	1,449	1,519
45000s < <internal services="">&gt;</internal>	51	71	1,525	1,449	1,519
MUSEUM RENTAL	1,554	1,938	5,025	2,999	3,069

### [234-8250] Mobile Home Rent Commission

#### **ACTIVITY DESCRIPTION**

The Mobile Home Rent Commission is responsible for: 1) monitoring the Mobile Home Park Rent ordinance; 2) recommending modifications, amendments or regulations to same; and, 3) Conducting hearings and making determinations regarding petitions submitted by park owners and tenants.

This account is funded through an annually collected fee mandated by the Mobile Home Park Rent Ordinance (Chapter 5.36 of the City of Morgan Hill Municipal Code). Each park owner is assessed this fee based upon the number of spaces within the park which fall under the ordinance. (Spaces not covered would include vacant spaces; spaces occupied by coaches owned by the park owner or by mobile home dealers who are not residents; and, spaces where home owners have negotiated long-term leases with the park owner.) Owners may pass on up to ½ of the cost of each space fee to the tenant of that space for which the fee is paid.

#### FY 2001/02 HIGHLIGHTS

 The Mobile Home Rent Commission continued to monitor the potential for litigation by the Owner of the Hacienda Valley Mobile Estates

#### FY 2002/03 ACTIVITY GOALS

 Continue to administer the City's mobile home rent ordinance, and respond to any challenge to the ordinance

#### FINANCIAL COMMENTS

There have been no significant changes made. The budget includes funds for the use of outside legal counsel as needed.

# [234-8250] Mobile Home Rent Commission

				01/02	01/02	02/03
		99/00	00/01	Current	Estimated	Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
42230	SPECIAL COUNSEL	37,249	27,635	75,000	22,300	67,500
42248	OTHER SUPPLIES	125	-	2,000	-	1,000
42250	ADVERTISING	335	-	-	-	-
42252	PHOTOCOPYING	21	-	-	-	-
42254	POSTAGE & FREIGHT	57	-	300	-	300
42257	PRINTING	106	-			
42000s	< <supplies &="" services="">&gt;</supplies>	37,893	27,635	77,300	22,300	68,800
45000	GF ADMIN	-	-	1,212	1,151	1,535
45001	PERSONNEL SERVICES	80	176	-	-	-
45002	FINANCE SERVICES	457	495	-	-	-
45003	GENERAL LIABILITY INS	198	340	-	-	-
45007	LEGAL SERVICES	6,825	4,688		<u> </u>	
45000s	< <internal services="">&gt;</internal>	7,560	5,699	1,212	1,151	1,535
49210	TRANSFER OUT-010 (GENERAL FUND)	440	450			
49000s	< <transfers>&gt;</transfers>	440	450	-	-	-
	MOBILE HOME PARK RENT STABILIZATION	45,893	33,784	78,512	23,451	70,335

# [236-7100] Housing Programs

#### **ACTIVITY DESCRIPTION**

Use of Housing Mitigation Funds will be determined by the recommendations adopted for the Housing Strategy which is due to be completed in December 2002. The revenues in this fund are paid as housing in-lieu fees by developers.

#### FINANCIAL COMMENTS

The FY 2002/03 budget proposes appropriations in the amount of \$15,000 for ECH - Shelter and Services, and \$1,017,119 for programs to be based on the Comprehensive Housing Strategy.

# [236-7100] Housing Programs

Acct	Description	99/00 Actuals	00/01 Actuals	01/02 Current Budget	01/02 Estimated Actual	02/03 Adopted Budget
86440	GRANT AMOUNT	-	-	-	-	15,000
86441	HOUSING PROGRAMS	-			-	1,017,119
	< <project expenditures="">&gt;</project>	-	-	-	-	1,032,119
	HOUSING PROGRAMS		-	-	-	1,032,119

#### **ACTIVITY DESCRIPTION**

Business Assistance - Administration conducts the economic development and redevelopment activities for the City of Morgan Hill and the Redevelopment Agency. Its general responsibilities include, but are not limited to, the following:

- Assisting in the development of community facilities
- · Conducting business attraction, expansion, and retention activities
- Providing general business assistance including the provision of economic, demographic, and general information to persons and companies interested in locating a business in Morgan Hill
- Acting as an "ombudsman" for businesses in their interactions with the various City Departments
- Offering business start-up counseling and referrals
- Providing site selection and development processing assistance to companies
- · Developing and administering business assistance programs
- Working with the Chamber of Commerce to promote the City and enhance and improve the Downtown
- · Performing property management duties
- · Coordinating the Sister City program
- Preparing the state mandated plans and reports for the Redevelopment Agency
- · Monitoring existing loans and contracts
- Administering the Redevelopment Agency budget
- Preparing and updating Redevelopment Plan

#### FY 2001/02 HIGHLIGHTS

#### **Community Facilities:**

- Assisted Community Development Department with design of Community and Cultural Center; and assisted Public Works Department with Construction of Community and Cultural Center
- Assisted Recreation Division with cost/revenue projections for Community and Cultural Center
- · Acquired additional property for the Indoor Recreation Facility
- Acquired the site for the Aquatics Center and the Sports Complex
- Completed the design development and construction drawings, prepared bid documents, selected a contractor, and began construction of the Community Playhouse
- Amended the Disposition and Development Agreement and related loan documents to provide for an additional loan for the relocation/rehabilitation of the Morgan Hill School Building from the Community and Cultural Center site; monitored the renovation of the School Building at its new location

#### **Business Assistance Programs:**

- Marketed the Facade Improvement Program to 15 businesses and provided 1 grant
- Administered the Traffic/Sewer Fee Financing Program
- · Administered the Small Business Fee Deferral Program
- · Completed Small Business Loan Program guidelines and loan documents
- Provided grants/loans to Morgan Hill Charter School and to Community Solutions for tenant improvements

#### **Business Attraction/Retention/Expansion:**

- · Assisted the County of Santa Clara in acquiring property for the Morgan Hill Courthouse
- Developed auto dealer strategy
- Worked to attract a Ford dealership
- Helped to locate a Harley Davidson dealership in town
- Assisted Safeway with its efforts to locate in Tennant Station
- Provided Ombudsman services to such companies as Alien Technology and Intercon Technologies for their new facilities

#### **Historic Preservation:**

Assisted with the relocation and rehabilitation of the Old Morgan Hill Elementary School

#### **Local and Regional Economic Development Partnerships:**

- Worked with the Chamber of Commerce to promote the downtown and economic development and tourism (e.g., Downtown Executive Committee, Economic Development Committee, Tourism Committee)
- Working with the Sister City committee, established a Sister City relationship with San Casciano, Italy

#### Planning/Administration:

- Assisted Community Development Department with the update of the Downtown Design Plan
- Worked with Downtown merchants and property owners to begin formation of a Downtown management organization
- Began development of a reuse strategy for major shopping center
- Commissioned a study to assess Morgan Hill's economic base expansion potential for industrial development

#### **Marketing/Promotional Efforts:**

- Developed new Economic Development marketing brochure
- Participated in annual local business-to-business trade show
- Participated in annual ICSC Deal-Making sessions in Sacramento and Monterey
- Coordinated Community and Cultural Center groundbreaking celebration

#### FY 2002/03 ACTIVITY GOALS

#### **Community Facilities:**

- Assist in the development of community facilities
- Complete relocation and construction of Community Playhouse

#### **Business Assistance Programs:**

- Continue to promote and administer existing business assistance programs
- Develop Monterey Corridor Assistance Programs
- Develop Downtown assistance programs
- · Develop Burrowing Owl assistance program

#### **Business Attraction/Expansion/Retention:**

- · Work to attract retailers, auto dealers and high-tech businesses
- Help existing businesses expand
- · Work to retain existing business
- Acquire property and work with Santa Clara County to develop a joint master plan for Morgan Hill Courthouse property

#### **Historic Preservation:**

 Develop action plan and schedule, negotiate an agreement with the Morgan Hill Historical Society for the relocation of the Acton Farmhouse and the Morgan Hill Historical Museum to the Morgan Hill House site, and move the buildings

#### **Planning/Administration:**

- Complete update of the assessment of Morgan Hill's economic base expansion potential for industrial and commercial development
- Assist the Community Development Department with the update and expansion of the Downtown Design Plan that includes the Monterey Corridor
- Prepare mid-term report on the Redevelopment Agency's 5-Year Implementation Plan

#### **Local and Regional Economic Development Partnerships:**

- Continue to work actively with the Chamber of Commerce to promote the downtown, economic development, and tourism
- Continue to work with regional and State agencies to promote economic development
- Continue to work with the local sister city committee to help foster the relationship with San Casciano
- Work with the downtown management organization to continue formation of the organization and to foster a vital downtown

#### **Marketing/Promotional Efforts:**

- Evaluate the Chamber of Commerce's marketing plan for the City
- Implement auto dealer marketing strategy
- Participate in local and regional trade shows

PERFORMANCE MEASURES	FY 2001/02
Amount of value of building permits pulled for commercial	\$22 mil
tenant improvements	
Number of business provided Ombudsman services, sent	250
information or meetings with a BAHS representative	
Amount of square footage in building permits pulled for	100,000
new commercial/industrial office space	
Amount of sales tax generated from new businesses	n/a
Number of new businesses generating sales tax revenues	n/a

Acct	Description	99/00 Actuals	00/01 Actuals	01/02 Current Budget	01/02 Estimated Actual	02/03 Adopted Budget
	SALARIES-GENERAL	269,973	316,040	408,843	369,702	490,930
41270	SALARIES-PART-TIME	7,376	12,858	6,000	15,460	7,800
41280	SALARIES-P.TREIMB	· -	31	-	105	-
	SALARIES-OTHER PAYOUT	7,094	4,751	6,000	6,634	-
	SALARIES-SICK LEAVE	1,212	2,387	-	-	-
	OVERTIME-GENERAL	67	66	500	17	500
41560	UNEMPLOYMENT INSURANCE	219	21	-	-	-
41620	RETIREMENT-GENERAL	3,578	4,497	-	6,725	-
	DEFERRED COMPENSATION	5,372	6,252	-	11,382	-
	GROUP INSURANCE	18,203	21,807	-	30,529	-
	MEDICARE	4,948	4,288	-	5,311	-
	INCOME PROTECTION INSURANCE	2,981	3,923	-	2,495	-
	WORKERS COMP	3,534	4,501	-	8,559	_
	BENEFITS	-	-	52,137	1,904	81,710
	CONTRACT LABOR	3,195	5,246	-	6,928	2,000
	< <employee services="">&gt;</employee>	327,752	386,669	473,480	465,753	582,940
	ELECTRIC	423	44	-	-	-
	TELEPHONE	999	3,671	4,800	4,800	4,800
	GASOLINE & OIL	630	333	650	850	-
	RDA-SPECIAL COUNSEL	90,131	40,447	55,000	55,000	10,000
	SPECIAL COUNSEL	63	646	-	-	-
	CONTRACT SERVICES	50,993	71,608	189,800	220,100	85,000
	AUDIT FEES	7,472	2,831	5,095	5,095	5,105
	RENTS	226	210	112	112	84
	STATIONARY & OFFICE SUPPLIES	859	1,203	1,800	1,800	1,800
	OTHER SUPPLIES	1,120	3,419	1,500	1,500	1,000
	ADVERTISING	5,404	3,597	12,079	12,079	6,000
	PHOTOCOPYING	971	216	600	600	600
	POSTAGE & FREIGHT	868	3,328	1,500	1,500	1,500
	PRINTING	1,589	4,535	22,371	22,000	10,000
	AUTO MILEAGE	84	165	500	500	500
	AUTO ALLOWANCE	3,691	3,952	-	-	-
	OTHER EXPENSE	129,706	138,581	3,222	3,700	4,000
	REIMBURSEMENTS	-	(144)	-	-	-
	TRAINING & EDUCATION	960	189	2,800	2,500	2,800
	CONFERENCE & MEETINGS	7,406	2,524	8,690	3,000	10,438
	MEMBERSHIP & DUES	8,552	14,671	8,320	8,000	9,120
	SUBCRIPTION & PUBLICATIONS	498	323	550	950	405
	MAINT - AUTO/TRUCKS	-	-	500	-	-
	MAINT - FURN/OFF EQUI	114	1,214	1,394	800	1,394
	FLEET REPLACEMENT CHARGE	114	3,888	-	-	1,574
	<supplies &="" services="">&gt;</supplies>	312,759	301,452	321,282	344,886	154,546

_		99/00	00/01		01/02 Estimated	02/03 Adopted
	Description	Actuals	Actuals	Budget	Actual	Budget
	FURNITURE/OFFICE EQUI	3,858	28,899	12,836	7,000	3,000
	COMPUTER EQUIPMENT	1,063	8,242	7,450	6,000	2,600
	COMPUTER SOFTWARE	-	-	2,400	500	1,000
	< <capital outlay="">&gt;</capital>	4,921	37,141	22,686	13,500	6,600
	LEASE PAYMENTS	-	228	429	429	216
	< <debt service="">&gt;</debt>	-	228	429	429	216
	GF ADMIN	-	-	308,316	292,900	353,416
	PERSONNEL SERVICES	5,911	12,967	-	-	-
	FINANCE SERVICES	33,161	40,740	-	-	-
45003	GENERAL LIABILITY INS	3,873	6,647	-	-	4,254
45004	BLDG MAINT SERVICES	8,509	17,070	107,160	101,802	118,217
45007	LEGAL SERVICES	105,327	70,320	-	-	-
45009	INFORMATION SYSTEM SERVICES	5,949	7,571	14,905	14,160	13,850
45000s	< <internal services="">&gt;</internal>	162,730	155,316	430,381	408,862	489,737
49201	TRANSFER OUT-202 (STREET MAINTENANCE	1,124,958	3,531,496	-	-	-
49209	TRANSFER OUT-301 (PARK DEV)	17,454	199,775	-	-	-
49210	TRANSFER OUT-010 (GENERAL FUND)	154,430	100,750	-	-	-
49214	TRANSFER OUT-207 (GENL PLAN UPDATE)	18,000	16,500	-	-	-
49222	TRANSFER OUT-347 (PUBLIC FACILITIES)	1,090,092	1,635,052	-	-	-
49234	TRANSFER OUT-RDA DEBT SVS	6,525,507	-	-	-	-
49235	TRANSFER OUT-206 (COM DEV)	-	245,000	103,848	103,848	-
49279	TRANSFER OUT-655 (WATER CIP)	-	130,846	-	-	-
49000s	< <transfers>&gt;</transfers>	8,930,441	5,859,419	103,848	103,848	-
82205	TAXES	5,887	12,695	6,700	16,150	-
82231	CONTRACT SERVICES	75,174	116,530	139,775	135,000	-
82299	OTHER EXPENSE	-	2,788	35,300	11,000	-
83820	OTHER IMPROVEMENTS	-	-	-	165,000	-
82000s	< <object 82="">&gt;</object>	81,061	132,013	181,775	327,150	-
86100	ACQUISITION EXPENSE	-	2,161,531	-	-	-
86120	PROPERTY PURCHASE	426,978	5,107	11,995,000	-	-
86200	ENGINEERING AND INSPE	500	-		-	-
86200	PROFESSIONAL SERVICE	-	31,173	2,061,327	25,620,188	
86220	ARCHITECTURE AND DESIGN	36,475	2,560	26,400	-	
86240	SITE SPECIFIC STUDIES	94,008	4,345	151,286	-	
86280	PROPERTY MANAGEMENT	9,532	13,225	24,958	-	-
	DEMOLITION/SITE CLEAR	51,291	-	-	-	-
	SITE AND BUILDING IMPROVEMENTS	30	5,679	380,000		-
	CONSTRUCTION	81,509	5,209	18,014,775	-	-
		153,214	30,028	1,483,324		-
		8,771	475	125,572	1	_
	CIP ADMINISTRATION			373,200	/ /	
	< <project expenditures="">&gt;</project>	862,308	2,259,332	34,635,842	25,620,188	-
555555		002,000	_1_0,1002	3.,300,012	20,020,100	



# [317-8010] BAHS Economic Development

#### **ACTIVITY DESCRIPTION**

This section identifies the funding resources administered by the Business Assistance Division for the City's and Redevelopment Agency's economic development, programs, projects, partner organizations, and special studies. Since these activities are administered under Business Assistance-Administration, the "Accomplishments" and "Goals" for this section are contained in the BAHS Administration pages. Following is a list of the current programs, projects, and special studies:

#### **Programs**

- Downtown Parking Lot Rental and Maintenance
- Property Management (of Redevelopment Agency-owned properties)
- · Façade Improvement Program
- Small Business Fee Deferral Program
- · Commercial Rehabilitation Loan Program
- Graffiti Removal
- · Economic Development Marketing

#### **Projects**

- Business Attraction/Retention Loans
- Relocation and Rehabilitation of the Morgan Hill Historical Museum and the Acton Farmhouse
- Morgan Hill Courthouse

#### **Partner Organizations**

- · Morgan Hill Downtown Association
- · Chamber of Commerce
- Sister City

#### **Special Studies**

- Downtown Design Plan Update
- · Burrowing Owl Study

# [317-8010] BAHS Economic Development

Acct	Description	99/00 Actuals	00/01 Actuals	01/02 Current Budget	01/02 Estimated Actual	02/03 Adopted Budget
82205	TAXES	-			-	8,200
	< <object 82="">&gt;</object>	-	-	-	-	8,200
82229	RDA-SPECIAL COUNSEL	-	-	-	-	25,000
82231	CONTRACT SERVICES	-	-	-	-	268,000
82299	OTHER EXPENSE	-	-	-	-	35,000
86100	ACQUISITION EXPENSE	-	-	-	-	4,000,000
86240	SITE SPECIFIC STUDIES	-	-	-	-	60,000
86280	PROPERTY MANAGEMENT	-	-	-	-	22,170
86340	SITE AND BUILDING IMPROVEMENTS	-	-	-	-	380,000
86420	LOAN AMOUNT	-	-	-	-	450,000
86440	GRANT AMOUNT	-	-		-	100,000
	< <project expenditures="">&gt;</project>	-	-	-	-	5,340,170
	BAHS ECONOMIC DEVELOPMENT	-	-	-	-	5,348,370

# [317-8055] BAHS CIP

#### **ACTIVITY DESCRIPTION**

The Business Assistance–Capital Improvement Program (CIP) provides Redevelopment Agency funding for CIP projects.

This year's projects by category consist of:

#### **Public Facilities**

- · Community and Cultural Center
- Community Playhouse
- Community Indoor Recreation Center
- Library
- Regional Soccer Complex

#### Sewer

• Storm Retention

#### **Storm Drain**

Llagas Flood Control

#### **Streets and Roads**

- Butterfield Boulevard Construction
- · Pavement Rehabilitation Program
- Tennant Avenue Widening

#### FINANCIAL COMMENTS

More detailed project costs can be found in the Capital Improvement Program section.

# [317-8055] BAHS CIP

02/03 01/02 01/02 99/00 00/01 **Current Estimated Adopted Acct Description Actuals Budget Actuals Budget Actual** 86360 CONSTRUCTION 12,771,000 <<PROJECT EXPENDITURES>> 12,771,000 **BAHS CIP** 12,771,000

#### **ACTIVITY DESCRIPTION**

The Housing Division is tasked with creating and preserving affordable housing in the community. Redevelopment 20% Housing Set-aside money (i.e., property tax increment) is the primary funding source for these activities. Under California Redevelopment Law, redevelopment agencies are required to set aside 20% of their tax increment for affordable housing activities. Our affordable housing efforts focus on the following:

- Rehabilitation of single-family and multi-family housing
- Administration of the Minor Home Repair Grant programs for seniors and mobile home residents
- Monitoring existing housing loans and agreements
- Administration of the City's Below Market Rate Housing Program (BMR) which includes monitoring approximately 385 BMR rentals and ownership units for compliance
- Assist the City Clerk with the Mobile Home Rent Commission
- · Conduct a bi-annual rental vacancy survey
- Manage the City's participation in the Urban County Community Development Block Grant (CDBG) program
- · Development of new housing affordable programs and projects

#### FY 2001/02 HIGHLIGHTS

#### **New Construction and Major Housing Projects**

- Completed construction of South County Housing's Villa Ciolino affordable housing project, a blight elimination and renewal project containing 42 new affordable housing units
- With South County Housing, began the development process to replace the Alpine Trailer Park with a new 72-unit mixed-use housing and office project
- Funded and started construction on the first two phases (62 units) of First Community Housing's Murphy Ranch affordable rental housing project
- Implemented RFP/RFQ process for the development of the Watsonville Road property

#### **Housing Rehabilitation Programs**

- · Approved over 85 grants for the Minor Senior Housing and Mobile Home Repair Programs
- Approved over 15 Housing Rehabilitation Loans for 13 owner occupied homes and 22 rental units
- Approved 4 Housing Paint Program Grants
- · Approved 25 neighborhood clean-up projects
- Made loan to South County Housing to rehabilitate five housing projects (e.g. The Willows)

#### Administration

- Administered and monitored nine housing and public service grants funded by Community Development Block Grant and 20% Housing Set-Aside funds totaling \$81,667. This funding was provided for housing counseling, domestic violence shelter, transitional housing shelter, meals for seniors, and the El Toro Youth Center
- Processed two loans under the Police Officer Homebuyer Assistance Program
- Entered into an agreement to participate with, and provided funding to, the Santa Clara County Housing Trust
- Prepared and implemented a work plan for the City's Comprehensive Housing Strategy
- Conducted a housing needs survey of employees of the Morgan Hill Unified School District

#### **Below Market Rate (BMR)**

- Facilitated the sales of 8 new and 8 resale BMR homes
- Processed over 91 requests from BMR home owners wanting to refinance their units
- Processed over 57 applications as eligible program participants. Four were actually housed in BMR rental units
- · Conducted 3 BMR information seminars
- Continued to accept names for the Median and Moderate Income lists, resulting in the addition of 39 applicants
- Participated in the Measure P competition and was responsible for the scoring of the Housing Needs and the Housing Types category

#### FY 2002/03 ACTIVITY GOALS

#### **Special Studies**

- Complete and implement the City's Comprehensive Housing Strategy
- Mid-point review of 5-Year Housing Implementation Plan

#### **New Construction and Major Projects**

- · Begin construction of the 72-unit "Church Street" mixed-use housing and office project
- · Develop at least one new affordable housing project
- Continue construction of the Murphy Ranch housing project
- Complete rehabilitation of the five existing affordable housing projects owned by South County Housing

#### **Housing Rehabilitation Programs**

- · Provide rehabilitation loans to at least 20 single-family units
- · Process 90 grants for Minor Home Repair Programs
- Provide rehabilitation loans for at least 6 rental housing units
- Process 15 Housing Paint Program Grants and/or Neighborhood Clean-ups

#### Administration

 Administer and monitor 12 housing and/or public service grants from Community Development Block Grant, General Fund and 20% Housing Set Aside funds totaling \$145,950

#### **BMR Program**

· Facilitate the resale or sale of at least 25 BMR units

#### **New Programs/Projects**

- Develop new programs/proposals for affordable housing per the Housing Strategy
- Select a developer and negotiate an agreement for an affordable housing project on the Redevelopment Agency-owned property on Watsonville Road

PERFORMANCE MEASURES	FY 2001/02
<ul> <li>Number of BMR refinance, Rental and Ownership applications</li> </ul>	214
<ul> <li>Number of refinancing requests and BMR applications approved</li> </ul>	135
Number of BMR Rentals occupied and BMR units sold	22
Number of BMR applications received per F.T.E. staffing	134/F.T.E.
for the program	

_	-	99/00	00/01		01/02 Estimated	02/03 Adopted
	Description	Actuals	Actuals	Budget	Actual	Budget
	SALARIES-GENERAL	294,765	349,764	410,929	403,199	451,440
	SALARIES-PART-TIME	2,626	5,691	16,248	16,248	23,100
	SALARIES-P.TREIMB	-	62	-	211	-
41320	SALARIES-OTHER PAYOUT	4,806	4,014	7,800	7,345	7,500
41330	SALARIES-SICK LEAVE	872	2,062	-	-	-
41490	OVERTIME-GENERAL	197	51	100	100	100
41560	UNEMPLOYMENT INSURANCE	339	29	-	-	-
41620	RETIREMENT-GENERAL	7,383	15,217	-	18,290	-
41690	DEFERRED COMPENSATION	2,555	3,294	-	5,176	-
41700	GROUP INSURANCE	20,925	23,758	-	37,150	-
41701	MEDICARE	5,356	5,443	-	5,897	-
41730	INCOME PROTECTION INSURANCE	3,526	4,524	-	2,756	-
41760	WORKERS COMP	4,031	5,260	-	8,844	-
41799	BENEFITS	-	-	90,489	1,442	91,860
41800	UNIFORM	-	138	-	-	-
41900	CONTRACT LABOR	3,030	11,217	6,000	5,000	-
	< <employee services="">&gt;</employee>	350,411	430,525	531,566	511,656	574,000
	ELECTRIC	-	101	-	-	-
	TELEPHONE	1,347	6,362	7,320	-	7,400
	GASOLINE & OIL	199	351	600	250	400
	RDA-SPECIAL COUNSEL	27,777	4,841	35,000	18,500	-
	SPECIAL COUNSEL	165	16,623	-	-	_
	CONTRACT SERVICES	1,797	86,520	115,000	94,650	18,105
	RENTALS - OUTSIDE	1,142	-	260	100	100
42242		379	350	187	187	330
	STATIONARY & OFFICE SUPPLIES	589	2,281	1,200	2,500	1,500
	OTHER SUPPLIES	467	2,201	600	500	500
	ADVERTISING	457	484	4,950	2,500	3,000
	PHOTOCOPYING	990	233	254	2,300	270
	POSTAGE & FREIGHT	2,134	2,015	2,000	2,000	2,100
	PRINTING	2,134 531	2,015	4,100	2,500	3,500
			2,310		2,500 150	
	AUTO MILEAGE	199		500		400
	AUTO ALLOWANCE	2,369	2,994	1,800	1,800	-
	SMALL TOOLS	223	843	500	300	350
	OTHER EXPENSE	23	113	1,000	200	800
	REIMBURSEMENTS	-	(240)			-
	TRAINING & EDUCATION	1,024	350	4,000	3,100	3,530
	CONFERENCE & MEETINGS	878	547	5,000	3,575	4,795
	MEMBERSHIP & DUES	-	3,000	3,675	3,675	4,555
	SUBCRIPTION & PUBLICATIONS	263	352	1,400	1,000	1,200
	MAINT - MACH/EQUIPMEN		23	275	150	500
	MAINT - AUTO/TRUCKS	350	363	980	30	900
	MAINT - FURN/OFF EQUI	167	1,401	1,081	1,000	1,000
	FLEET REPLACEMENT CHARGE	3,195	2,440	2,531	2,531	2,650
42000s	< <supplies &="" services="">&gt;</supplies>	46,665	137,761	194,213	141,198	57,885

Acct	Description	99/00 Actuals	00/01 Actuals	01/02 Current Budget	01/02 Estimated Actual	02/03 Adopted Budget
43835	FURNITURE/OFFICE EQUI	1,182	34,365	5,000	3,500	3,800
43840	COMPUTER EQUIPMENT	167	2,846	5,200	2,000	2,600
43845	COMPUTER SOFTWARE	829	895	1,500	1,100	1,000
43000s	< <capital outlay="">&gt;</capital>	2,178	38,106	11,700	6,600	7,400
	LEASE PAYMENTS	-	311	333	333	296
44000s	< <debt service="">&gt;</debt>	-	311	333	333	296
	GF ADMIN	-	-	82,884	78,740	98,729
45001	PERSONNEL SERVICES	6,764	14,849	-	-	-
45002	FINANCE SERVICES	134,635	165,707	-	-	-
45003	GENERAL LIABILITY INS	4,163	7,145	13,669	12,986	5,135
45004	BLDG MAINT SERVICES	8,509	16,540	-	-	15,736
45007	LEGAL SERVICES	68,257	46,883	-	-	-
	INFORMATION SYSTEM SERVICES	8,642	10,553	11,924	11,328	13,850
45000s	< <internal services="">&gt;</internal>	230,970	261,677	108,477	103,053	133,450
49201	TRANSFER OUT-202 (STREET MAINTENANCE	731,673	-	-	-	-
49210	TRANSFER OUT-010 (GENERAL FUND)	154,310	158,285	-	-	-
49214	TRANSFER OUT-207 (GENL PLAN UPDATE)	9,600	35,000	-	-	-
49235	TRANSFER OUT-206 (COM DEV)	42,910	46,855	46,855	46,855	-
	TRANSFER OUT-234 (MOBILE HOME PK)	30,000	50,000	60,000	60,000	
	< <transfers>&gt;</transfers>	968,493	290,140	106,855	106,855	-
	RDA-SPECIAL COUNSEL	-	-	-	-	30,000
	CONTRACT SERVICES	-	-	-	-	60,945
	ACQUISITION EXPENSE	176	31	400,000	-	400,000
	PROPERTY PURCHASE	-	909,815	-	-	-
86240	SITE SPECIFIC STUDIES	400	103	-	-	-
	PROPERTY MANAGEMENT	12,731	1,847	10,217	1,000	5,000
	SITE AND BUILDING IMPROVEMENTS	-	50	-	-	-
	CONSTRUCTION	10,100	-	-	-	-
	PROCESSING & SERVICI	-	-	-	23,500	94,000
	LOAN AMOUNT	17,179	3,088	1,017,351	415,000	550,000
	GRANT AMOUNT	553,570	686,262	547,000	550,000	556,000
86441	NEW HOUSING PROGRAMS	4,518	94,935	7,330,168	5,610,000	3,845,000
	LAND BANKING	San Salara	375		7,500	
86000s	< <project expenditures="">&gt;</project>	598,674	1,696,506	9,304,735	6,607,000	5,540,945
	RDA-HOUSING	2,197,391	2,855,026	10,257,879	7,476,695	6,313,976